



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

- Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- State employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

**Issue Date:** January 12, 2018

**Posting No.:** 04-18

**TITLE:** Supervising Classification Officer **SALARY:** \$74,251.79 - \$105,891.38

**LOCATION:** Central Office, Office of Community Programs - Trenton NJ

**JOB DESCRIPTION:** Under direction of a Supervisory Official in an inmate correctional facility or in the central office, supervises the activities of the inmate classification unit or the inmate release notification unit or, supervises activities and staff conducting classification functions in either secure or residential juvenile correctional facilities; supervises staff performing classification functions and the administration of the Objective Classification System including the review of expiration of sentence calculations to ensure accuracy; supervises the organization and submission of relevant medical, custodial, psychological, psychiatric, substance abuse, social services, educational, and other information concerning inmates or juvenile offenders that is presented at initial classification and subsequent periodical reviews by the Classification Committee; does other related duties. When assigned to an inmate release notification unit, (may) supervise the activities and staff involved with the Institutional Release Unit and Category I/II caseload management procedures or, supervises the activities and operations of a release notification Program: the performance of inmate release functions, including the timely and appropriate release of inmates; reviews expiration of sentence calculations to ensure accuracy of timely prosecutor's notification; ensures preparation of inmate records for review by the Institutional Release Committee and the Civil Commitment Review Committee; as appropriate, ensures the completion of DNA sampling and registration of inmates as sex offenders; does other related duties.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-four (24) semester hour credits in a combination of any of the following areas: criminal justice, legal research, law, sociology, psychology, or other related areas of the behavioral or social sciences.

**NOTE:** Applicants who have successfully completed the 24 semester hour credits listed above but who do not meet the remaining education requirement may substitute additional experience as indicated on a year-for-year basis with \*thirty (30) semester hour credits being equal to one (1) year of experience.

**EXPERIENCE:** Five (5) years of experience in program delivery or development in providing education, habilitative, or social services for persons with emotional, social or behavioral problems, or, experience in the review of records and classification of inmates or juvenile offenders which shall have included providing recommendations for vocational and other rehabilitation programs, and/or probation or parole work with inmates of a penal or correctional facility, one (1) year of which shall have been in the capacity of a lead worker.

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**PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN JANUARY 29, 2018.**

Forward Response To:

Civilian Recruitment – Office of Human Resources  
Central Office Regional Personnel Services, Region 6  
P.O. Box 863  
Trenton, NJ 08625-0863

**Emailed resumes are to be sent only to:**

**Civilian.Recruitment@doc.nj.gov**